

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DGS06612613**  
POSITION NO: 203787  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 10/03/16  
CLOSING DATE: 10/14/16

**EMPLOYEE INSURANCE REPRESENTATIVE**

DEPARTMENT NAME / WORKSITE: DGS/Employee Benefits Program / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59A</u>	
WORK HOURS: <u>8am to 5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>12.63</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Responsible for administering and coordinating benefits available to employees; process enrollment, benefits or employee data changes and terminations; processing of premium deductions with accuracy; verification of benefits in coordination with the Third Party Administrator, other employers, family members, other insurance carriers and providers of benefits. Perform customer services, maintaining good knowledge of the benefits offered by Employee Benefits Program to assist clientele appropriately, exhibiting excellent communication skills. Prepare and provide presentations and orientations of Benefit information; maintaining protected employee data files with the upmost confidence. Is responsible for interpreting the plan document, life insurance and have a good understanding of the Federal, State and tribal laws and regulations governing employee benefits plans.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED supplemented by college courses in Business or related field; and two (2) years insurance/benefits customer service or claims processing experience.

**Special Requirements:**

- A favorable background investigation. **(If selected for the position, tribal, federal and state background checks must be completed prior to employment at the applicants expense)**
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

fair knowledge of the principles and practices of business, health insurance and claims administration; confidentiality; knowledge of modern office methods and procedures; knowledge of financial and human resources information management system, and ability of speak and write effectively, ability to establish and maintain positive working relationship with subordinates, superiors, tribal, state and local officials. Must be resourceful, diligent and have sound judgement skills.

***<<A favorable background investigation is required>>***

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**